

Today is Wednesday, July 29, 2015. Welcome to the HR Weekly Podcast from the Division of State Human Resources. This week's topic discusses how the HR Management Dashboard can be used as an aid in workforce planning.

The first step in implementing a workforce planning initiative is to determine what your workforce looks like currently. This will allow you to target areas of particular concern as well as provide a baseline you can use to determine the impact of initiatives after implementation.

Demographic data provided in the Dashboard includes information concerning the gender, generation, and race of employees. This information can be used to determine if one group is underrepresented within an organization. Examining areas where a particular segment of the population is underrepresented may indicate that a change in recruitment strategy is necessary. For example, if in a review of generations it appears that many employees are reaching retirement age, an agency may decide to increase efforts concerning succession planning and knowledge management. Conversely, a large number of Generation Y or Z employees may indicate that employees lack experience necessary to move into leadership roles that become available. In this situation, an agency may want to provide increased developmental opportunities for employees.

Agencies can also review the number of vacant positions and how many temporary positions are being used. A large number of temporary employees, particularly long serving temporary employees, may indicate that the number of FTE positions should be increased.

The Dashboard also provides information on where employees fall within their working career. By examining the Dashboard, agencies can determine the number of employees who are nearing retirement, employees who are working retirees, and those who are currently participating in the TERI program. If a large number of employees fall within these categories, this would suggest that an agency should prepare for the eventual exit of these employees by increasing knowledge retention and succession planning efforts. In addition, agencies can also review the number of probationary and trial employees within the agency. A large number of trial or probationary employees may suggest that increased developmental opportunities should be implemented. This could include mentoring, formal training, and cross-training.

The Dashboard provides a powerful tool for agencies to use when designing workforce planning initiatives. It is also useful in monitoring the effectiveness of initiatives that are implemented since agencies can monitor changes in the data following implementation. For example, the effectiveness of improved diversity in recruitment efforts can be seen in changes to the demographics of employees hired.

If you have any questions about the Dashboard, contact the SCEIS Help Desk at (803) 896-0001 and select option 1 for SCEIS Help, or contact the Help Desk by email at SCEISHelpDesk@sceis.sc.gov. Thank you.